

महिलाओं के लिये रोजगार-सह-आयोत्पादक प्रशिक्षण

**Setting up of Employment -cum-Income Generating Units  
for Women (NORAD)**

Note: There are separate proforma for FRESH PROPOSALS and CONTINUATION PROPOSALS Applicant Organisations should use appropriate proforma.

FRESH PROPOSALS

Part-A-THE ORGANISATION

1. Name and full postal address of  
the head -office of the organisation:  
District:  
State:  
Pin Code:
2. Telephone No. with STD code:
3. Fax No.:
4. Do the bye laws of the NGO permit  
it to receive Govt. grants and  
implement women's programme in  
the proposed project area?:
- 5 Objectives of the Organisation:
- 6 Brief history of the Organisation:
- 7 Whether registered under Indian  
Societies Registration Act (Act XXI  
of 1860) If so , give the number and  
date of registration.
- 8 Whether the organisation is of all  
India character: If yes, give the  
address of its branches in different  
States including the State Branch  
which will run the Short Stay Home  
with Phone No.,Fax No. etc:
- 9 Whether organisation is located in  
its own/rented building.



No.	Address	Female					Salary

16 Details of Managing Committee members of the organisation:

Sl. No.	Name & Address	Male/ Female	Age	Occupation	Profession	Monthly Income

### Part-B-Project Details

1. Name of Trade
2. Trade type (Traditional/Non traditional)
3. No. of beneficiaries to be covered
4. Classification of trainees selected

BPL	OTHERS	TOTAL

5. Source of raw material

#### 6. LOCATION OF PROJECT

- a) District
- b) Block
- c) Town/Village

7. What was the population of the village/Town/City where project is to be located (1991 Census):

8. Duration of Training (Months):

#### 9. PROJECT COST:(In Rupees)

- a. **Non Recurring:**
  - (i) Training/Equipment cost:
  - (ii) Furniture and fixtures:
  - (iii)Others:
  - (iv)Total Non recurring:

**b. Recurring**

(i) Salary of Instructor /Trainers:

(ii) Raw material for training:

(iii)Rent:

(iv)Other expenditure:

(v) Contingency amount for expenses

like electricity water, loading of

Furniture and fitting expenses etc:

Total Recurring:

**Grand entirety:**

(Non recurring + recurring):

10. Cost per trainee

**11. INCOME GENERATION**

a. Details of Employment:

(i) No of trainees for whom assurances have already been received of employment:  
(Documentary proof should be furnished)

ii. Does your NGO take responsibility to provide employment to all trainees within 6 months from completion of training?

12. Whether organisation will keep record of employment and furnish half yearly report to the Department? (Yes/No)

13. Whether organisation is prepared to continue the training with recurring cost only for subsequent batches (Yes/No)

**14. LIST OF DECUMENTS TO BE ENCLOSED:**

- i) Registration certificate
- ii) Prospectus or a note giving aims and objects of the organisation
- iii) Constitution of the organisation/Bye-laws and Memorandum of Association
- iv) Annual report for the last 2 year
- v) Audited accounts for the last 2 years
- vi) Proof of sustained employment in respect of employment oriented training
- vii) Detailed cost estimate for training.

**Part -C-PROFORMA FOR PRE-SANCTION APPRAISAL  
REPORT**

(Guidelines may be referred to before Pre-sanction Appraisal)

1. Name, Designation and full  
Address of the Inspecting Officer:
2. Date and time of visit:
3. Name and full postal address of  
NGO:
4. Is a name board prominently?  
Displayed by the NGO?
5. Have you inspected the original?  
Registration Certificate of the  
NGO and is it satisfactory?
6. Are any managing committee?  
members related to each other?  
If yes, names of members and  
their relationship\* :
7. Are the office bearers of the NGO?  
Associated with any other NGO?  
If yes, names of other NGO(s)\*:
8. Does the NGO have staff as?  
mentioned in the application form?  
If not , please indicate the shortfall :
9. Are copies of the audited accounts?  
Submitted by the NGO true copies  
of the original?
10. What is the present bank balance?  
Of the NGO:
11. Whether credit entries are available  
in the passbook for various income  
Of the NGO mentioned in the audited

Account? If yes, what amount have  
Been credited in the passbook  
For the following income

Year                      Year

Donations:

Members Contribution:

Sale of goods:

Income from activities:

Grants:

Loan from members:

12. Name the activities taken up by the NGO for which evidence was available :
13. Is there any ongoing activity of the NGO? If yes, please visit some of them and report on performance :
14. Name the activities included in the audited accounts and annual report for which no evidence was available :
15. Name the assets included in the balance Sheet but not available for physical verification :
16. Are the local people aware of the NGO and its activities?\*
17. What is the opinion of local people about the NGO?\*
18. Have you come across any instance of misutilisation of funds

or complaint involving the NGO?

If yes, please give details\*:

19. In your opinion is the NGO capable of implementing the project applied for? Please give reasons:
20. In your opinion, is there genuine need for the project in the proposed project area? Please give reasons
21. Has the NGO furnished details of beneficiaries proposed to be covered? If yes, please visit a few of them and furnish the following information:

Name of Beneficiary	Whether Below Poverty Line	Whether genuinely in need of assistance under the project?

22. Any other information about :  
the NGO

(Signature)  
Name:..

\* Opinion of local people also may be obtained before filling these columns.

**PART-D-RECOMMENDATION BY STATE GOVERNMENT**

(To be sent within 90 days from date of appraisal report by CDPO. if no reply is received within the time frame, it will be presumed that the State Govt. supports the proposal)

1. Name and full address of the Organisation:
2. Name of scheme for which application is made :
3. Name and designation of the Officer who inspected the organisation :
4. Do you agree with the report of the Inspecting Officer and if not, reasons therefore :
5. Does the organisation fulfill all eligibility criteria for grants under the scheme?
6. Will the State Government recover sanctioned grants in the event of misutilisation of funds?
7. Is the organisation capable of implementing the project applied for?
8. Is there any complaint of misutilisation of funds or other irregularities by the organisation?
9. What is the justification for the project applied for?
10. Is the proposal recommended for sanction of grants?

Date:

(Signature)

Name:  
Designation:

